

Burrillville Extended Care (BEC)

Board of Directors

Minutes

September 2, 2008

Called to Order and Attendance/Review Agenda:

**Meeting called to order by Juliette Lopez-Recinos at 6:40
p.m.**

**Members Present- Newt Stevens, David Brunetti, Juliette
Lopez-Recinos and Dr. David Van Dyke.**

Members Absent- N/A

Members Excused- N/A

**Others Present: Parks & Recreation Director Cheri Hall,
and BEC Site Director Kelly Cournoyer and Lisa Nault.**

Minutes of the June 2, 2008 regular meetings to be accepted:

**Motion to accept by David Brunetti with amendment to page 3,
paragraph 1 to read “Currently there is approximately \$227,000 set
aside in a side fund for this purpose.” Seconded by Juliette
Lopez-Recinos. Motion carried 4-0.**

Correspondence:

None

Good and Welfare:

None

Old Business:

1. Program Updates-

Lisa Nault reported the summer program went well with no problems to report. There were approximately 70 to 80 children per day, which was nice since they usually have approximately 100 children per day. Field trips included the middle school program attended Exchange City in Providence with all children attending Breezy Acres Water Park which was their favorite trip.

The Director reported an issue with an employee who had quit trying to collect unemployment. A hearing at the Department of Labor was held where the Site Directors, Director and Town Treasurer Mark Adams attending. The employee has claimed she was laid off. The employee lost the case and was forced to pay back all unemployment benefits due to attachment of wages. Another employee was advised to leave voluntarily due to a legal issue versus being fired.

2. Financials–

The Director reviewed the July 2007 through June 2008 financial report. The new playground expense was taken from the regular budget versus the other side funds. The up to date July 2008 through June 2009 financial report was reviewed but did not include the deduction of approximately \$60,000 in wages by the Treasurer's Office. Newt Stevens stated the benefit amount seemed high. The

Director stated it was the same as previously. Dr. Van Dyke stated the wages were higher than previously. The Director stated there is no overtime awarded and part-time employees do not receive benefits. The Director reported that wages were higher due to the increase in pay rates to \$8.50 for entry level for ninety days and then \$9.00 after that to remain competitive. Next year the line item will be increased to cover this higher expense. The Director reported tuition being higher than previous. A review of the grant and donation funding took place.

The trial balance that was forwarded to the Treasurer's office was also distributed to the board for review. Rent is currently \$5,000 annually to the School Department. The board has requested that rent not be listed under utilities. The Director will question that change with the Finance Department.

3. 2008/2009 Budget-

A meeting with the Finance Director John Mainville, Town Council member Peggy Dudley, Town Manager Michael Wood and the Director in reference to budget items including clothing, advertising, etc. was held. A reduction to advertising from \$5,000 to \$3,000 was made.

4. Playground-Fibar-

The Director reported the addition of more fibar surfacing material to the Steere Farm site and Branch River site. The spreading of the material was completed by a School Department employee and a

Spring Lake Beach employee to insure completion before the opening of schools. Steere Farm fibar was paid by B.E.C. and Branch River by Parks & Recreation funds.

New Business:

1. Voice Mail-

The Director reported that the Site Directors had brought to her attention that when people called in regarding programming questions, calls were being handled by Shannon when they should really be handled by the Site Directors. Consequently, the Technology Director Ed Pienkos was contacted regarding a new voice mail system for B.E.C. similar to the Town Hall's voice mail system and, if conceivable, the B.E.C. voice mail system can be connected to the town's voice mail system in the future. This would allow for billing questions to be forwarded to Shannon and different site and programming questions to be forwarded to Kelly and Lisa. The one quote received to date is approximately \$2,800 to \$3,000 including equipment, install and training with more quotes being sought. It will also state the different site phone numbers and emergency parent/guardian notification. It was recommended to check what the costs are for any upgrades. David Brunetti stated that the main voice mail message be not to long.

A motion by David Brunetti to allow a maximum amount of \$3,000 for a new voice mail system for B.E.C. Seconded by Newt Stevens.

Motioned carried 4-0.

2. Middle School Program-

The Director reported that middle school Principal Lois Short asked if B.E.C. would do an afterschool mentoring program with a lower fee to be charged and the timeframe of after school till the late bus arrives. The Director and Site Directors came to a conclusion that this proposal would counter effect the current A.S.A.P. program. B.E.C. does not have any certified staff for tutoring for homework. Consequently, to hire certified staff would not be cost effective and would duplicate the already allowable dismissal with signed permission to the late bus offered by the A.S.A.P. program.

The Director reported that a recommendation has been forwarded to the screening committee to assist in filling the vacant Burrillville Extended Care Board of Directors position. The recommendation is a parent with children in the B.E.C. program. The Town Council liaison is currently Cynthia Roe. A new appointment for this position will take place after November due to Cynthia Roe not running again for Town Council.

Meeting adjourned: Motion to adjourn at 7:45 p.m. by Juliette Lopez-Recinos. Seconded by Dr. David Van Dyke. Motion carried 4-0.

Next Meeting: Monday, December 1, 2008, 6:30 p.m., Burrillville

Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department